

eMATERIAL SELECTION POLICY

I. Purpose:

The purpose of the eMaterial Selection Policy is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of digital media provided by the White Pine Library Cooperative (“WPLC”) and to inform the public about the principles upon which selections are made.

II. Definitions:

The term “eMaterials” means digital books, magazines, audiobooks, or other synonyms as they may occur in the policy having the widest possible meaning. This statement of policy applies to all eMaterials in the digital collection, including adult, young adult, and juvenile.

The term “selection” refers to the decision to add, retain or withdraw eMaterials in the collection. It does not refer to reader guidance.

III. Goals of eMaterials Selection:

- A. To meet the individual’s need for information through the maintenance of a well-balanced and broad collection of eMaterials for information, reference, and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing eMaterials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experiences for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.

IV. Responsibility for Selection:

The responsibility for selection lies with the WPLC Director. The WPLC Director recognized that it must operate within the selection categories and options provided by the digital provider. The WPLC Director’s responsibility for selection occurs within the areas of service to children, young adults, and adults. Both the general public and staff members may recommend eMaterials for consideration.

V. General Principles:

- A. Selection of eMaterials is based on the relationship of such work to the needs, interests, and demands of the community. Basic to this policy are the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which WPLC subscribes.

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

- B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

WPLC respects each parent's right to supervise their children's choice of reading materials. However, WPLC does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the eMaterials their children selects must oversee those children when they use the collection to impose those restrictions.

- C. Further, eMaterials will not be marked or identified to show approval or disapproval of contents.

VI. Specific Principles for Selection:

The following principles, individually or collectively, will prevail in the selection of all eMaterials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in the subject area

- Popular demand: WPLC will make an effort to have eMaterials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use, and the specific principles for selection.
- Duplication of eMaterials already in the collection; i.e. purchase of additional copies of eMaterials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for the eMaterials

VII. Maintenance of the Collection:

The collection shall be periodically examined for the purpose of eliminating obsolete, duplicate, or unneeded eMaterials. WPLC recognizes that the vendor that supplies the eMaterials may remove eMaterials from its collection without the approval of WPLC.

VIII. Challenges to eMaterials:

No eMaterial shall be removed from WPLC's collection until all steps in the following process have been completed.

- A. Patrons who object to particular eMaterials will be sent to the WPLC Director.
- B. The WPLC Director will discuss the eMaterials in question with the patron, attempting to resolve the concern to both the patron's and the Cooperative's satisfaction.
- C. If the patron wishes to carry the request further, the WPLC Director will provide the patron with a copy of the Materials Selection Policy, including the Request for Reconsideration of eMaterials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the WPLC Director shall decide on the Request for Reconsideration, taking into consideration WPLC's eMaterials Selection Policy and any other relevant information to reach a decision. The WPLC Director may consult with any other staff or consultants when making this decision.

- E. WPLC Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned eMaterial should be removed from the collection, the complainant will be notified in writing by the WPLC Director and all copies of the item will be withdrawn. If the decision is that the questioned eMaterial is to be retained, the complainant will be notified in writing by the WPLC Director that the eMaterial will be retained.
- F. A written appeal of the WPLC Director's decision may be made by the requester to the Chair of the WPLC Board within ten (10) business days after the written decision is made by the WPLC Director. The WPLC Board will review any documentation it deems necessary to make a decision and render its decision within 60 days of receipt of the appeal. WPLC Director shall provide written notice to the requester of the WPLC Board's decision.
- G. WPLC Board serves as the final authority in cases involving the retention or withdrawal of eMaterials.

IX. Revision of This Policy:

This policy shall be reviewed and revised to be consistent with the objectives of WPLC.

Approved February 28, 2024

REQUEST FOR RECONSIDERATION OF eMATERIAL

Title of Material to be Reconsidered: _____

Author of Material to be Reconsidered: _____

Did you read or view the entire work? Yes: _____ No: _____ Amount: _____

What is objectionable about the material, and how do you expect it to affect the users of the collection?
(Be specific; cite page numbers or other particular references. Use back of form if necessary.)

Is there anything positive about the material as a whole? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

Have you consulted an evaluation of this work by experienced critics? No: _____ Yes: _____

(If "Yes", please cite): _____

What are your specific recommendations to the White Pine Library Collection regarding this work?

Would you recommend this material for a specific age group? _____

If you are suggesting removal of the item, what work of equal value do you recommend for replacement? _____

This completed form will be reviewed by the Cooperative Director and a recommendation will be forwarded to the Cooperative Board of Trustees. You will receive written notification of the Board's decision.

Home Library: _____ Library Card Number: _____

Name: _____

Address: _____ Phone: _____

Representing: Self: _____ Organization (Name): _____

Signature: _____ Date: _____

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